



SAM I Am and SAM I'M NOT

What a SAM is and is not: SAM
Job Description

Basic SAM Functions

A SAM is responsible for all administrative duties not directly related to instruction.

1. Managing/coordinating school activities
2. Supervision of classified personnel
3. Special events
4. Transportation
5. Maintenance



A SAM Reports Directly to the Principal



Duties of a SAM



Representative Duties:

- Manages all school scheduling, special events, field trips, cafeteria, transportation, maintenance, playgrounds and cleaning.
- Manages community use of school site.
- Manages school budget.
- Manages school maintenance projects.
- Assists the Principal with the preparation and implementation of the school safety plan: disaster preparation, fire drills, student, staff and public safety, and student health.
- Maintains equipment, textbook and supply inventories.
- Monitors student attendance and coordinates efforts to improve student attendance.
- Coordinates with the principal to maintain a positive, safe learning environment for students by enforcing the school discipline plan.
- Responsible for school public relations and communications plan: promotes the school and District through positive relations with community, business, parents and students.
- Performs other duties as assigned by the Principal

Duties of A SAM

KNOWLEDGE AND ABILITIES:

KNOWLEDGE OF:

- Practices, policies and procedures involved in the functional areas assigned.
- Modern office practices, procedures and equipment.
- Oral and written communication skills.
- Research methods and report writing techniques.
- Laws, rules and regulations related to assigned activities.
- District organization, operations, policies, procedures and objectives.
- Interpersonal skills using tact, patience and courtesy.
- Health and safety regulations.
- Principles and practices of administration, supervision and training.
- Technical aspects of field of specialty.
- Budget preparation and control.
- Student discipline policies, procedures, laws and regulations.
- Manage conflict.



Duties of a SAM

ABILITY TO:

- Plan, organize, coordinate and control large group events, classified meetings, and community and family engagement events.
- Communicate effectively using speech, vision and hearing and in writing.
- Prepare and deliver oral presentations.
- Work cooperatively with others.
- Establish and maintain cooperative and effective working relationships with others.
- Maintain records and prepare reports.
- Prioritize and schedule work.
- Train, supervise and evaluate personnel.
- Maintain current knowledge of technological advances in the field.
- Analyze situations accurately and adopt an effective course of action.
- Understand and work within the scope of authority.
- Meet schedules and time lines.
- Plan and organize work.
- Use computer, telephone and alarm systems proficiently.



SAM I'M NOT

1. A SAM is not a principal
2. A SAM is not a teacher
3. A SAM is not involved in instruction

SAM I AM



A SAM protects the principal's time so the principal can be the instructional leader of the building....